



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**NOTICE OF THE REGULAR MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY**
Wednesday, April 1, 2020
4:30 P.M. – 5:30 P.M.
Website address: www.todb.ca.gov

Internal Operations Committee Members
Chair Robert Leete
Vice-Chair Kevin Graves

NOTICE **Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Committee Chambers will be closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have arranged for members of the public to observe and address the meeting telephonically.

TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (866) 848-2216
CONFERENCE ID **5193676302#**

Download Agenda Packet and Materials at www.todb.ca.gov/

- A. ROLL CALL**
1. Call business meeting to order 4:30 p.m.
 2. Roll Call.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the view point of the Committee members.
- C. DRAFT MINUTES TO BE APPROVED**
1. February 5, 2020 Internal Operations Committee DRAFT Meeting Minutes.
- D. DISCUSSION ITEMS**
1. Update on Facilities Security.
 2. Discuss COVID-19 and its Impact on Operations.

E. FUTURE DISCUSSION/AGENDA ITEMS

F. ADJOURNMENT

1. Adjourn to the next Standing Internal Operations Committee Meeting.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District website located at <https://www.todb.ca.gov>."



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**MINUTES OF THE REGULAR MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY**
Wednesday, February 5, 2020
4:30 P.M. – 5:30 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov

Internal Operations Committee Members

*Chair Robert Leete
Vice-Chair Kevin Graves*

- A. ROLL CALL**
1. Call business meeting to order 4:30 p.m. – By Chair Leete.
 2. Roll Call – All Present.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
None.
- C. DRAFT MINUTES TO BE APPROVED**
1. December 4, 2019 Internal Operations Committee DRAFT meeting minutes – Approved.
- D. DISCUSSION ITEMS**
1. Discussion Regarding SB998 Internal Procedures.
General Manager Davies – Provided the details regarding SB998 Internal Procedures; shutoff law with a number of requirements, shutoff notice in 5 different languages, certain procedures to follow, and the Town has implemented all of the requirements. Also Ordinance No. 7 is on the Board Agenda tonight with the amendments related to SB998.
 2. Discussion Regarding Personnel Updates.
General Manager Davies – Provided the details regarding the personnel updates; Water Tech position open, Executive Assistant open (interviews have been scheduled), and the new Administrative Assistant will be starting Monday, February 10, 2020.
 3. Discussion Regarding Automated License Plate Readers.
General Manager Davies – Provided the details regarding the License Plate Readers related to the letter from the Contra Costa County Office of the Sheriff.
- E. FUTURE DISCUSSION/AGENDA ITEMS**
None.
- F. ADJOURNMENT**
1. The meeting adjourned at 4:38 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 02-07-2020

<http://www.todb.ca.gov/agendas-minutes>